



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Performance Review, Leisure, Cultural, Social
Services departments -- Library
MEETING DATE: April 3, 1996
PREPARED BY: Librarian

RECOMMENDED ACTION: Information only

BACKGROUND INFORMATION: Attached are copies outlining Library
Goals & Objectives for 1995-96 for Operating
and Capital budgets.

FUNDING REQUIRED: None required.

A handwritten signature in cursive script that reads "Kathleen M. Andrade".

Kathleen M. Andrade
Librarian

Attachments

APPROVED: _____

A handwritten signature in cursive script that reads "H. Dixon Flynn".

H. Dixon Flynn
City Manager

DEPARTMENT: LIBRARY

DESCRIPTION	PROJECTED COMPLETION	RESPONSIBLE PERSON
MAJOR CITY GOALS: Not Applicable		
PRIMARY OBJECTIVES: Maintain current level of service	Ongoing	Andrade
CAPITAL PROJECTS: Automated catalog and library services system	June 1997	Andrade/ Martinez

CITY OF LODI
LEISURE, CULTURAL & SOCIAL - GOALS & OBJECTIVES

DEPARTMENT: LIBRARY

GOALS /OBJECTIVES/PROJECT: Maintain current level of service

DESCRIPTION: Elements of service to the community

Reference - 10 % of activity	Circulation - 30 %
Children's - 5 %	Support - 55 %

MEASURABLE RESULTS/BENEFITS:

Reference service - questions answered (July - Feb)

1994/95	60 daily average
1995/96	78 daily average

Circulation service - Items checked out (July - Feb)

1994/95	216,640
1995/96	217,180

Children's services (July - Feb)

Storyhours:	1994/95	<u>114</u>	1995/96	<u>116</u>
Activities:	1994/95	<u>60</u>	1995/96	<u>64</u>

RESPONSIBLE PERSON: **Sandy Smith & Behjat Kerdegari - Adult Reference**
 Nancy Martinez, Manager, Adult Services
 Dorothy Maas, Children's Services

STATUS: **During a six month period in FY 95/96, an additional part-time librarian helped increase reference responses.**

CITY OF LODI
LEISURE, CULTURAL & SOCIAL - GOALS & OBJECTIVES

DEPARTMENT: LIBRARY

GOALS /OBJECTIVES/PROJECT: AUTOMATED CATALOG

DESCRIPTION: The objective of this project is to give the library and its patrons "state of the art" library services by providing an "on-line" library catalog, dial-in access to library resources and electronic on-line access to regional, state-wide and national library programs.

MEASURABLE RESULTS/BENEFITS:

PREPARE COLLECTION : 100 %

PREPARE AND CONVERT DATABASE: 50 %

ADD ONLINE CATALOG TO AUTOMATED SYSTEM: 10 %

RESPONSIBLE PERSON: Sandra Smith, Behjat Kerdegari, Dorothy Maas - Librarians
Nancy Martinez, Manager, Adult Services
Kathleen Andrade, City Librarian

STATUS: Online catalog module on a new mainframe scheduled for installation and training in June 1996.

Database conversion completion and installation scheduled for June 1996.

Public Access Catalog-Aug/Sep 1996

H-1

MEMORANDUM

**TO: CITY MANAGER
LODI CITY COUNCIL**

FROM: CHARLENE LANGE, COMMUNITY CENTER DIRECTOR

DATE: APRIL 3, 1996

**SUBJECT: COUNCIL MEETING, WEDNESDAY, APRIL 3, 1996
PERFORMANCE REVIEW - LEISURE SERVICES/HUTCHINS STREET
SQUARE**

Attached is the summary and detail of the goals and objectives of the Hutchins Street Square department.

Also attending this evening and presenting their individual department of responsibility are:

- Ann Areida-Hintz, Senior Services
- Lisa Rudloff, Child Care
- Cyndi Olagaray, Arts Services

CITY OF LODI**LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES**

DEPARTMENT: HUTCHINS STREET SQUARE ADMINISTRATION

MAJOR CITY GOALS:

To construct an 800 seat performing arts and conferencing center at Hutchins Street Square (B-29)

PRIMARY OBJECTIVES:

- Promote local and regional interest in the performing arts through the production of plays, recitals and concerts.
- Provide conference facilities for the greater Lodi area to benefit commercial activities such as restaurants, hotels/motels, specialty stores and other services.
- Enhance the quality of life in Lodi to increase the desirability of the City as a community to maintain and establish a business and to live and raise a family (D-56).

CAPITAL PROJECTS:

Performing Arts and Conference Center funded through the Capital Improvement Budget (E-16).

CITY OF LODI
LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES

DEPARTMENT: HUTCHINS STREET SQUARE/SENIOR INFORMATION CENTER

GOALS:

Continue weekly senior awareness in The Record column.

DESCRIPTION:

The Record provides space for a six inch column in the Sunday Lodi Lode section. Written by Hutchins Street Square staff, this editorial covers all aspects of senior programs and services available in our community.

MEASURABLE RESULTS/BENEFITS:

- Keeping Lodi area seniors informed and aware. Decreases their chances of being taken advantage of and helps them to make informed decisions regarding their own lives.
- Maintain their independence.
- Provides education to make informed decisions.

RESPONSIBLE PERSON:

Ann Areida-Hintz, Senior Services Coordinator

STATUS:

Ongoing.

CITY OF LODI
LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES

DEPARTMENT: HUTCHINS STREET SQUARE/SENIOR INFORMATION CENTER

GOALS/OBJECTIVES/PROJECT:

Implement senior walking program in cooperation with Lodi Memorial Hospital.

DESCRIPTION:

Daily walk for health program at Hutchins Street Square utilizing Lodi Memorial Hospital staff and senior volunteers.

MEASURABLE RESULT/BENEFITS:

- Offer a safe, controlled environment for seniors to participate in a wellness walking program.
- Promote support group atmosphere by providing walking buddies.

RESPONSIBLE PERSON:

Ann Areida-Hintz, Senior Services Coordinator.

STATUS:

In planning stages with Lodi Memorial's "Keeping Lodi Healthy Committee".

CITY OF LODI
LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES

DEPARTMENT: HUTCHINS STREET SQUARE/SENIOR INFORMATION CENTER

GOALS/OBJECTIVES/PROJECT:

Install "Health Touch" computer information system in Senior Center in cooperation with Lodi Memorial Hospital.

DESCRIPTION:

"User friendly" computer center for seniors to access medical information. \$200 montly cost to be paid by Lodi Memorial Hospital.

MEASURABLE RESULTS/BENEFITS:

- Seniors have access to information regarding illness and medications, making them more responsible for their own health by avoiding complications resulting from incorrect usage of medications.

RESPONSIBLE PERSON:

Ann Areida-Hintz, Senior Services Coordinator

STATUS:

Waiting for delivery of system.

CITY OF LODI
LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES

DEPARTMENT: HUTCHINS STREET SQUARE/SENIOR INFORMATION CENTER

GOALS/OBJECTIVES/PROJECT:

Coordinate and facilitate senior home repair day with local service clubs.

DESCRIPTION:

Six local service clubs make minor home repairs (i.e., change light bulbs, fix screen doors, replace hose fittings. Most repairs done out of pocket from volunteers) for low income seniors. Hutchins Street Square Senior Center coordinates effort and arranges work schedule. Skilled tradesmen stand guard at the Square to answer telephone queries and let people know when it's out of their scope of talent.

MEASURABLE RESULTS/BENEFITS:

- Support low income senior citizens by offering assistance with minor home repair projects.
- Volunteers can assess seniors' needs while in their homes and offer services of Senior Information and Referral Center.
- Distribute senior reference book, connect with aging citizen.

RESPONSIBLE PERSON:

Ann Areida-Hintz, Senior Services Coordinator

STATUS:

- First work day, May, 1996 - 35 homes visited, 15 workers.
- Second work day, October, 1995 - 25 homes visited, 7 workers.
- Third work day scheduled for May 4, 1996.

CITY OF LODI
LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES

DEPARTMENT: LODI SENIOR CITIZENS COMMISSION

GOALS/OBJECTIVES/PROJECT:

Publish and distribute Lodi Senior Resource Directory.

DESCRIPTION:

A directory of local Lodi services and programs for seniors. Most seniors will not make a toll call; this directory covers housing, insurance, peer counseling, medical and therapy type services, all located in the Lodi area. The 10-page brochure will be underwritten by private funds.

MEASURABLE RESULTS/BENEFITS:

Make all Lodi Senior Citizens aware of services available.

RESPONSIBLE PERSON:

Charlene Lange, Community Center Director.

STATUS:

Completed - waiting for sponsor to print.

CITY OF LODI
LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES

DEPARTMENT: HUTCHINS STREET SQUARE SWIMMING POOL

GOALS/OBJECTIVES/PROJECT:

Expand rental agreement with Lodi Memorial Hospital to include offering physical therapy at the pool.

DESCRIPTION:

Using licensed physical therapist - Lodi Memorial Hospital will conduct physical therapy at indoor pool. This is a "billable" service. Lodi Memorial Hospital will rent pool time. Service compliments our well care facility and adds a medical dimension. It also reinforces our partnership of community health care with hospital and medical staff.

MEASURABLE RESULTS/BENEFITS:

- Increase revenue to City of Lodi's general fund.
- Provides water therapy to community.
- Hutchins Street Square pool state-rated service as arthritis pool.

RESPONSIBLE PERSON:

Ann Areida-Hintz and Lodi Memorial Hospital.

STATUS:

Under way.

CITY OF LODI**LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES**

DEPARTMENT: CAMP HUTCHINS/AFTER SCHOOL PROGRAM

GOALS/OBJECTIVES/PROJECT:

To provide a licensed, year-round, quality day care for children 5-12 years of age. To provide After School care on L.U.S.D. in town sites Monday through Friday, excluding the days school is not in session.

DESCRIPTION:

Camp Hutchins operated Monday through Friday, 6:30 a.m. to 6:00 p.m. and has organized activities that allow children to participate throughout the week. The After School Playground programs operate at the following schools: Beckman, Lakewood, Nichols, Reese, Vinewood and Washington. Children participate in the programs Monday through Friday 2:45-6:00 p.m. Children receive a daily snack and have an opportunity to do homework and participate in arts, crafts, games and sports. All staff members have been trained to work with young children. They participate regularly in workshops and training. Staff members are certified in CPR and First Aid and have been fingerprinted.

MEASURABLE RESULTS/BENEFITS:

We added the Washington School site in February, 1996 and hope to open Lawrence School in July, 1996.

RESPONSIBLE PERSON:

Lisa Rudloff, Recreation Supervisor

STATUS:

Ongoing.

CITY OF LODI
LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES

DEPARTMENT: LODI YOUTH COMMISSION

GOALS/OBJECTIVES/PROJECT:

To provide a viable conference for Lodi youth.

DESCRIPTION:

Coordinate an all-City conference to challenge high school youth, provide motivation and self-esteem, to provide tools to create resumes and job skills and to connect with successful graduates.

MEASURABLE RESULTS/BENEFITS:

- 300 high school students dedicated the day to personal and community growth.
- Provided leadership opportunities for Council appointed Commission's youth.
- Generated a positive feedback from adult participants and improved connection to the Commission.
- Endorsed the need to continually provide direction and support to Lodi's youth.
- Blended both private and public Lodi schools into one common activity.

RESPONSIBLE PERSON:

Lodi Youth Commission, Phil Pennino, Lisa Rudloff, Charlene Lange.

STATUS:

Ongoing, adding various dimensions to increase visibility.

CITY OF LODI
LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES

DEPARTMENT: LODI ARTS COMMISSION

GOALS/OBJECTIVES/PROJECTS:

Develop a monthly cultural calendar of events for distribution to local community.

DESCRIPTION:

The monthly cultural calendar includes local and county-wide arts events, cultural events and appropriate fund raisers. Eventually the Commission would like to see the calendar also merged in with a local calendar for all community events.

MEASURABLE RESULTS/BENEFITS:

- Number of persons in attendance at events advertised therein.
- Number of phone calls generated from events advertised therein.

RESPONSIBLE PERSON:

Cyndi Olagaray, Arts Coordinator

STATUS:

First monthly calendar published in the Lodi News Sentinel on March 29, 1996. Additional calendars to be distributed via the Lodi News Sentinel and other locations on the last Friday of each month. This project is underwritten by private agencies.

CITY OF LODI
LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES

DEPARTMENT: LODI ARTS COMMISSION

GOALS/OBJECTIVES/PROJECTS:

Design and produce a full-color brochure to highlight the Arts Commission's programs/events and local art groups and to entice citizens into greater direct participation in the arts.

DESCRIPTION:

Full-color brochure, including descriptive text and pictures of events that may be used as marketing tool for Commission, Convention and Visitors Bureau, City Economic Development Department and local agencies handling tourism.

MEASURABLE RESULTS/BENEFITS:

- Number of citizens in community attending events highlighted.
- Numbers of tourists attending local arts events.
- Number of phone calls for information on events.

RESPONSIBLE PERSON:

Cyndi Olagaray, Arts Coordinator.

STATUS:

Completed March 1996.

CITY OF LODI
LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES

DEPARTMENT: LODI ARTS COMMISSION

GOALS/OBJECTIVES/PROJECTS:

Implement children's art programs off-track, after school and in the summer.

DESCRIPTION:

Develop/partner with other community groups/individuals to offer arts curriculum to children and youth in the Lodi community. The curriculum may include drawing, painting, ceramics, theatre, photography, writing, dance and music. These classes supplement local children's education since the school district is unable to provide arts curriculum on a regular basis.

MEASURABLE RESULTS/BENEFITS:

- Number of youth in attendance at classes.
- Feedback from teachers/parents on impact of these classes.
- Improved S.A.T. scores.
- Music provides mathematical ability and spatial skills.
- Writing increases verbal skills and powers of concentration.
- Drama encourages communication and interaction.
- Improved self-esteem.

RESPONSIBLE PERSON:

Cyndi Olagaray, Arts Coordinator

STATUS:

- In January 1996, formed partnership with Kids Can't Wait Educational Enrichment Foundation/Kids Unlimited to co-sponsor art classes offered in off-track times to students. Classes will be moving to Hutchins Street Square in June 1996.
- In February 1996, inherited arts specialty classes from Parks and Recreation Department which we will be continuing. New classes are being developed to build stronger arts curriculum for children/youth.

CITY OF LODI
LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES

DEPARTMENT: HUTCHINS STREET SQUARE ADMINISTRATION

GOALS/OBJECTIVES/PROJECTS:

Stage extension.

DESCRIPTION:

Double the size of the current outdoor stage on west soccer field at Hutchins Street Square.

MEASURABLE RESULTS/BENEFITS:

Expands use of stage for community events, specifically DramaFest '96 and the outdoor summer concert series.

RESPONSIBLE PERSON:

Charlene Lange, Community Center Director.

STATUS:

The Old Lodi Union High School Site Foundation agreed to finance this improvement. Plans were drawn and donated by Wenell, Mattheis and Bowe Architects. The project is anticipated to cost \$16,000 and is currently under construction with a completion date of May 1, 1996.

CITY OF LODI
LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES

DEPARTMENT: HUTCHINS STREET SQUARE ADMINISTRATION

GOALS/OBJECTIVES/PROJECTS:

Community service workers.

DESCRIPTION:

Court assigned individuals work off their fines and possible jail time with manual labor at Hutchins Street Square. The municipal court and the Center for Positive Prevention Alternatives assign the misdemeanor cases to the Square.

MEASURABLE RESULTS/BENEFITS:

- Allows a viable alternative to jail time for people who will not benefit with days/months behind bars.
- Benefits the City of Lodi with 6,546 man hours of labor in calendar year 1995; 2,855 man hours of labor in calendar year 1994 for manual labor jobs that would normally be billed.
- Allows the Square to have the benefit of additional hours to complete menial jobs that would be otherwise put on a backburner, (i.e., weeding flower beds, cleaning windows, door jams and constant vigil on garbage pick up).

RESPONSIBLE PERSON:

Charlene Lange, Community Center Director and Cleve Bowen, Maintenance Supervisor.

STATUS:

Ongoing. We feel very strongly that this is a positive program within our at-large community.

CITY OF LODI
LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES

DEPARTMENT: HUTCHINS STREET SQUARE ADMINISTRATION

GOALS/OBJECTIVES/PROJECT:

Additional secretarial office hours.

DESCRIPTION:

Supplement the administrative office with 20 hours of clerical labor to focus on the community work program and rentals.

MEASURABLE RESULTS/BENEFITS:

- Better monitoring of community service work program - calendar year 1994, 2,855 man hours; calendar year 1995, 6,546 man hours.
- Improved rental program.
- Marquee

RESPONSIBLE PERSON:

Charlene Lange, Community Center Director

STATUS:

In progress.

CITY OF LODI
LEISURE, CULTURAL AND SOCIAL SERVICES GOALS AND OBJECTIVES

DEPARTMENT: HUTCHINS STREET SQUARE SWIMMING POOL

GOALS/OBJECTIVES/PROJECT:

Expand shower and locker room facilities.

DESCRIPTION:

Due to increased numbers using pool, extra showers and dressing rooms were added - funds from Longs grant and Hutchins Street Square Foundation.

MEASURABLE RESULTS/BENEFITS:

- Seniors outgrew the one-shower facility.
- Reduce slips and falls.
- Generated a \$40,000 grant from the J.M. Longs Foundation and \$120,000 from Hutchins Street Square Foundation to pay for the improvements.

RESPONSIBLE PERSON:

Charlene Lange, Community Center Director

STATUS:

Dedication to be held in May, 1996.

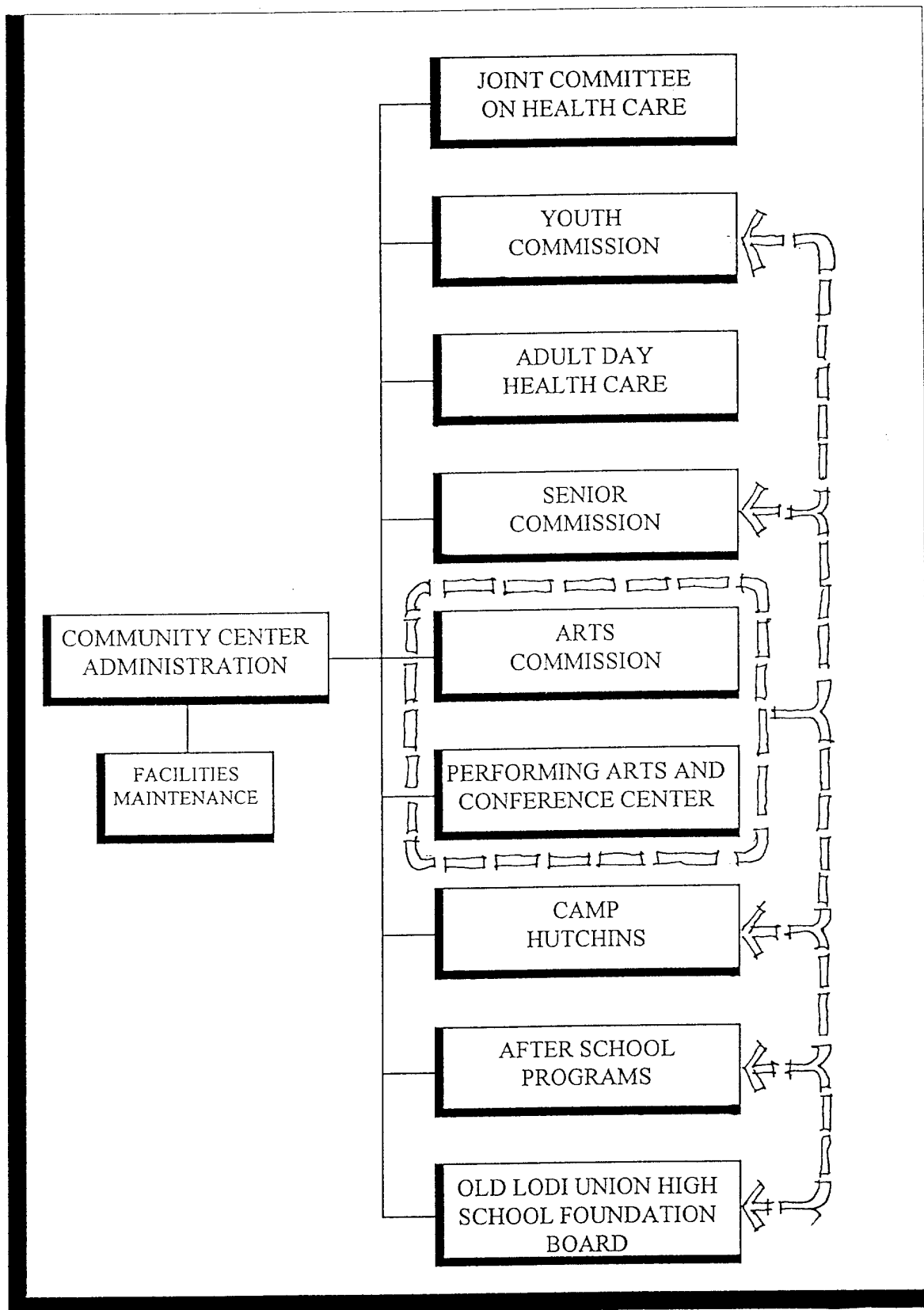
InterOffice Memo

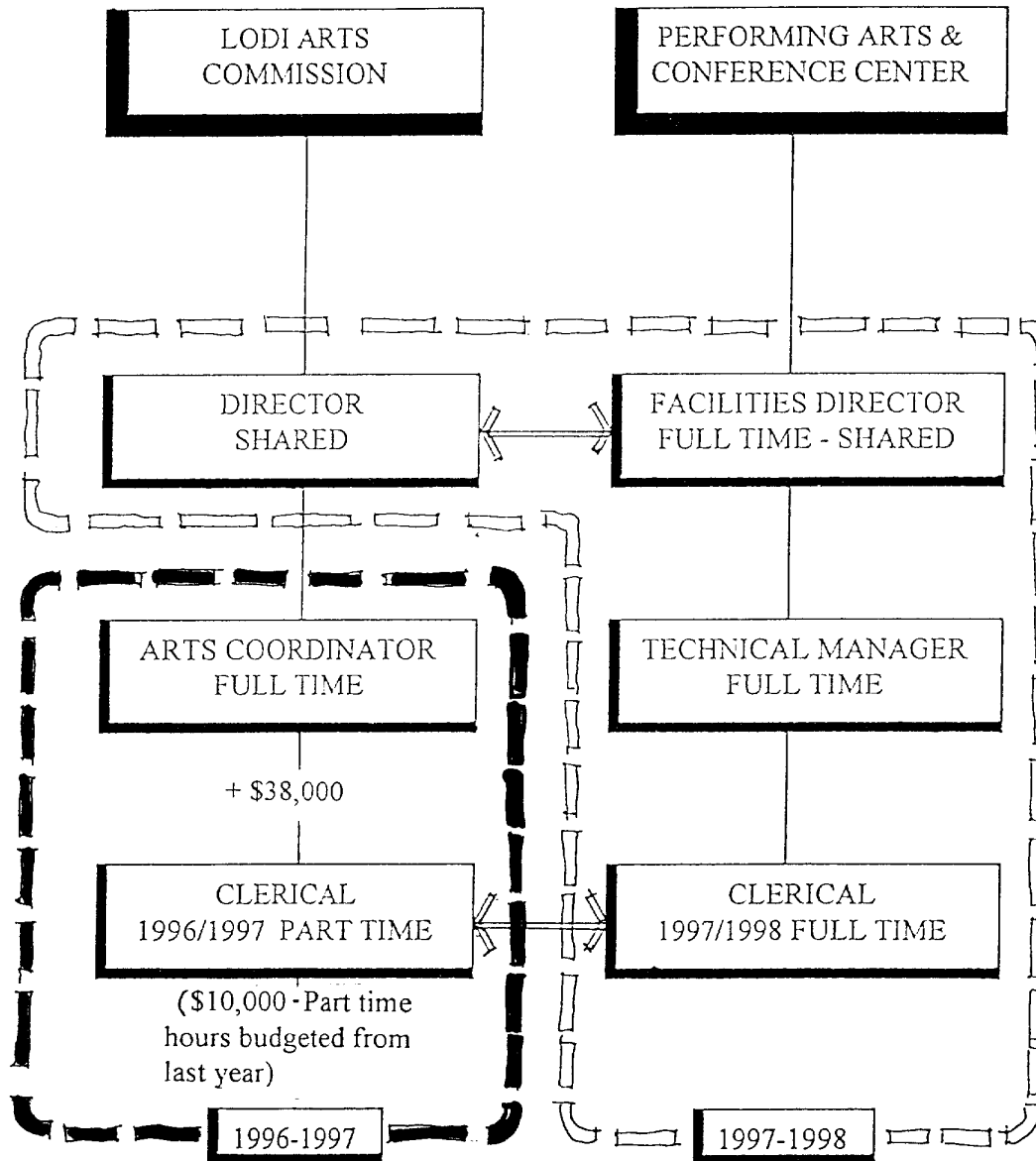
To: City Manager
City Councilmen
From: Charlene Lange, Community Center Director
Date: April 3, 1996
Subject: Lodi Arts Commission Staff Proposal

As per your request and as a follow-up from last Wednesday's special meeting with the Lodi Arts Commission and the City Council, please find attached a recap of the proposed arts staffing plan.

Cost estimates have been added and are included for your discussion in the 1996-97 budget. The second tier of jobs are part of the vision from the Arts community and are thoroughly being analyzed with job descriptions, duties and financial impact. A complete proposal on the second tier will not be available until the next two-year budget discussion.

Hutchins Street Square Community Center





HUTCHINS STREET SQUARE SWIMMING POOL SCHEDULE

Swimming Pool...369-2765

Senior Center...369-6921

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>6:30-8:00 am Lap Swim</p> <p>8:00-9:00 am Conditioning</p> <p>9:00-10:00 am Conditioning</p> <p>10:30-11:30 am Seniors Only</p> <p>11:30-1:00 pm Lap Swim</p> <p>2:00-3:00 pm Conditioning</p> <p>3:00-4:00 pm Lap/Family Swim</p> <p>5:00-6:00 pm Conditioning</p> <p>6:00-7:00 pm Family Swim</p> <p>7:00-9:00 pm Lap Swim</p>	<p>6:30-8:00 am Lap Swim</p> <p>8:00-9:00 am Conditioning</p> <p>9:00-10:00 am Conditioning</p> <p>10:30-11:30 am Seniors Only</p> <p>11:30-1:00 pm Lap Swim</p> <p>5:00-6:00 pm Conditioning</p> <p>6:00-7:00 pm Family Swim</p>	<p>6:30-8:00 am Lap Swim</p> <p>8:00-9:00 am Conditioning</p> <p>9:00-10:00 am Conditioning</p> <p>10:30-11:30 am Seniors Only</p> <p>11:30-1:00 pm Lap Swim</p> <p>2:00-3:00 pm Conditioning</p> <p>3:00-4:00 pm Lap/Family Swim</p> <p>5:00-6:00 pm Conditioning</p> <p>6:00-7:00 pm Family Swim</p> <p>7:00-9:00 pm Lap Swim</p>	<p>6:30-8:00 am Lap Swim</p> <p>8:00-9:00 am Conditioning</p> <p>9:00-10:00 am Conditioning</p> <p>10:30-11:30 am Seniors Only</p> <p>11:30-1:00 pm Lap Swim</p> <p>2:00-3:00 pm Conditioning</p> <p>3:00-4:00 pm Lap/Family Swim</p> <p>5:00-6:00 pm Conditioning</p> <p>6:00-7:00 pm Conditioning</p> <p>7:00-9:00 pm Lap Swim</p>	<p>6:30-8:00 am Lap Swim</p> <p>8:30-9:30 am Conditioning</p> <p>10:00-2:00 pm Family Swim</p>	2/96

FEES

Seniors 60+, Disabled, Children (3-17)\$2.00 per swim or \$20 pass of 15 swims
Adults (18 and over)\$3.00 per swim or \$35 pass of 15 swims

Family swim = Children must be accompanied by adult
Conditioning = Group water exercise led by instructor